



**Town Hall • 100 Main Street
Huntington, NY 11743-6991**

**Phone: (631) 351-3177
Fax: 631) 351-2833
<http://HuntingtonNY.gov>**

LORI E. FINGER, CPPB
Director of Purchasing

SENT VIA EMAIL

July 28, 2016

**TOWN OF HUNTINGTON
REQUEST FOR PROPOSALS FOR ARCHITECTURAL AND ENGINEERING
SERVICES FOR THE
JAMES D. CONTE COMMUNITY CENTER
100 E 5th ST, HUNTINGTON STATION, NY 11746
RFP 2016-08-008
Addendum # 1**

Attached please find questions and responses from the site inspection and meeting conducted by Town of Huntington representatives at 11:00 AM on Tuesday, July 26, 2016 at the James D. Conte Community Center located at 100 E 5th St, Huntington Station, NY 11746 that are to be incorporated into the RFP document.

Please review the addendum carefully and include your acknowledgement of addendum with your RFP submittal.

The RFP due date of August 5, 2016 until 12:00 P.M., Prevailing Time and all other terms and conditions of this RFP remain the same.

Sincerely,

Lori E. Finger, CPPB
Director of Purchasing

LEF:dmg



purchasing@huntingtonny.gov

**TOWN OF HUNTINGTON
REQUEST FOR PROPOSALS FOR ARCHITECTURAL AND ENGINEERING
SERVICES FOR THE
JAMES D. CONTE COMMUNITY CENTER
100 E 5th ST, HUNTINGTON STATION, NY 11746
RFP 2016-08-008**

Question 1. Are record plans available for the building and can the Town release them?

Response: Yes, we can release them, and can be viewed by clicking on the link below:

https://www.huntingtonny.gov/filestorage/13751/15937/17441/17449/Conte_Center_Record_Plans_-_2.pdf

Question 2. What is the total square footage of the existing building?

Response: Approximately 36,000 square feet.

Question 3. What is the population of Huntington Station?

Response: 33,029 per 2010 US Census.

Question 4. For proposals that utilize multiple separate firms, do all of the firms need to submit financial information?

Response: Yes



Notice to Prospective Proposers

In order to properly expedite the receipt and processing of the proposal that you are submitting, you must affix the "IDENTIFICATION LABEL" below to the **outer** envelope of your sealed proposal, and deliver it by U.S. Mail, public carrier—such as UPS, FEDEX—or by hand delivery.

Affix the IDENTIFICATION LABEL to the sealed outer envelope.

FAXED OR ELECTRONIC PROPOSALS SHALL NOT BE ACCEPTED.

**DELIVERY BY SUCH METHODS SHALL RESULT IN AUTOMATIC
DISQUALIFICATION.**

For current bid information and awards, please visit our website at:

<http://huntingtonny.gov>

Thank you for your cooperation.
Town of Huntington
Division of Purchasing

IDENTIFICATION LABEL



**TOWN OF HUNTINGTON
PURCHASING DEPARTMENT, ROOM 209
100 Main Street, Room 209, Huntington, NY 11743**
Vendor's Name _____
RFP No. 2016-08-008
RFP Name: REQUEST FOR PROPOSALS FOR
ARCHITECTURAL AND ENGINEERING SERVICES FOR THE
JAMES D. CONTE COMMUNITY CENTER 100 E 5th ST,
HUNTINGTON STATION, NY 11746
Due Date: 8/5/16 AT 12:00 PM, NOON

SEALED RFP ENCLOSED



**Town of Huntington
100 Main Street
Huntington NY 11743**



**Request for Proposal
RFP No. 2016-08-008**

**ARCHITECTURAL AND ENGINEERING SERVICES
FOR THE
JAMES D. CONTE COMMUNITY CENTER
100 E 5th ST, HUNTINGTON STATION, NY 11746**

DUE DATE: FRIDAY, AUGUST 5, 2016 12:00 pm NOON

NOTICE OF REQUEST FOR PROPOSAL

The Director of Purchasing, The Town of Huntington, 100 Main Street, Room 209, Huntington, New York 11743, will receive sealed Proposals until 12:00 noon, Prevailing Time, Friday, August 5, 2016, for the following item(s):

ARCHITECTURAL AND ENGINEERING SERVICES
FOR THE
JAMES D. CONTE COMMUNITY CENTER
100 E 5th ST, HUNTINGTON STATION, NY 11746

RFP NO. 2016-08-008

Pre-Proposal Site Meeting:

Prospective respondents are strongly urged to attend an optional site inspection and meeting to be conducted by Town of Huntington representatives at 11:00 AM on Tuesday, July 26, 2016 at the James D. Conte Community Center located at 100 E 5th St, Huntington Station, NY 11746. Failure to do so shall be at the Proposer's risk. The Town of Huntington shall not be liable to the Proposer for any unseen site conditions.

The right is reserved by the Town to waive any informalities in, to reject any or all proposals submitted, or to accept the proposal and award the contract to a responsible formal Proposer, in the best interests of the Town.

A proposal submitted by a proposer who is not in full compliance with the provisions of Huntington Town Code at the time of submission will be denied.

Complete specifications for the above item(s) may be downloaded at <http://huntingtonny.gov> under Bids/RFPs. All other inquiries should be directed to purchasing@huntingtonny.gov or fax us @ 631-351-2833.

LORI E. FINGER, CPPB
DIRECTOR OF PURCHASING

DATED July 14, 2016

**TOWN OF HUNTINGTON
DEPARTMENT OF AUDIT & CONTROL
PURCHASING DIVISION
SPECIAL INSTRUCTIONS TO PROPOSERS**

STANDARD TERMS AND CONDITIONS

All proposals are subject to the following terms and conditions unless modified in writing at the time of proposal submission. Upon acceptance of a proposal by the Town the terms of the proposal shall apply to all orders issued as a result of such acceptance. Each proposal received shall be considered an offer to the Town and upon acceptance shall constitute a lawful contract between the proposer and the Town.

Proposals properly completed and executed on the forms provided by the Town for that purpose may be delivered in person by the proposer or his agent or may be mailed to the office of the Director of Purchasing. The Director of Purchasing or his designee must receive all proposals, *without exception*, at or before the time specified for the proposal being opened and read aloud in the Notice to Proposers.

The proposer assumes all risk of any delay, for any reason, for the delivery of their proposal if it is mailed utilizing the U.S. Postal service or any other mail carrier or if by personal delivery.

1 - AWARD WILL BE MADE BY ITEM OR CLASS

When Class proposals are indicated, proposers must propose on each item in the class. A Proposer desiring to propose "no charge" on an item in a class must so indicate; otherwise proposal for that class will be construed as incomplete. Items may be combined and awarded as a group if there is a saving in ultimate cost by the reduction of the number of orders issued.

2 - AWARD

(a) The Director of Purchasing reserves the right to make awards within forty-five (45) days after the date of the proposal opening, during which period proposals shall not be withdrawn. This period may be extended, for the benefit of the Town by mutual agreement between the proposer and the Director of Purchasing.

(b) The placing of an order by the Director of Purchasing with the proposer for material described in the Request of Proposal shall constitute a legal and binding contract.

(c) Any contract created shall be deemed executory only to the extent of the monies appropriated and available for the purpose of the contract. No liability on account thereof shall be incurred by the Town beyond the amount of such monies. It is understood that neither this contract nor any representations by any public employee or officer creates any legal or moral obligation to request, appropriate or make available monies for the purpose of this contract.

(d) As part of the process for evaluating Requests for Proposals, the criteria for selecting the successful proposer may include a local vendor option, for those proposers whose business is located within the Town of Huntington, NY. In accordance with Huntington Town Code, as part of the evaluation process for Request for Proposals, in considering cost, any person or other entity which has maintained a place of business, staffing and an operational office at an address located within the Town of Huntington for at least one year prior to the date of making the proposal, may, in the discretion of the evaluator(s), be considered to have proposed the lowest price, if that price is not more than 5% over the price quoted by a business not maintaining an office within in the Town of Huntington.

3 - PERFORMANCE BONDS (NOT APPLICABLE TO THIS CONTRACT)

~~_____ If the specifications require the posting of a performance bond, then within one week after awarding of the contract a performance bond of 100% of the amount of the award, unless an alternate amount is otherwise specified, shall be posted as security for faithful performance, with the understanding that the whole or any part thereof may be used by the Town of Huntington to supply any deficiency that may arise from any default on the part of the proposer. Such Bond must meet all the requirements of the Proposal Specifications and the Town Attorney.~~

4 - GUARANTEES BY PROPOSER:

Proposer hereby guarantees:

(a) To save the Town, its agents and employees harmless from liability of any nature or kind for the use of any copyrighted or non-copyrighted composition secret process, patented or unpatented invention, article or appliance furnished or used in the performance hereof of which the Proposer is not the Patentee, assignee or licensee and to defend any action brought against the Town in the name of the Town and under the direction of the Town Attorney at the sole cost of the Proposer or in the sole option of the Director of Purchasing to pay the cost of such defense to the Town.

(b) His/her products against defective material or workmanship and to repair or replace any damages or marring occasioned in transit.

(c) To furnish adequate protection from damage for all work to repair damages of any kind, for which the Vendor's workmen are responsible, to the building or equipment, to his/her own work or the work of other Vendors or in the opinion of the Director of Purchasing to pay for the same by deductions in payments due under this contract.

(d) To pay for all permits, licenses and fees and give all notices and comply with all laws, ordinances, rules and regulations of the Town and of the County of Suffolk and the State of New York.

(e)- **INSURANCE** - To maintain Workers Compensation and Disability Benefits Insurance during the term of the contract. The Contractor further agrees to conform to all of the requirements of the New York State Workers Compensation Law.

During the term of the contract, the Contractor shall secure and maintain bodily injury and property damage liability insurance. This insurance must be Occurrence coverage; policies in the Claims Made format are not acceptable. The limits of liability insurance shall be

\$2,000,000 for any one person and \$2,000,000 for any one occurrence for bodily injury. Automobile Liability insurance with the same limits shall be maintained by the Contractor on all automotive equipment used in connection with the contract.

Certificates of Insurance reflecting the above coverage shall be provided to the Town prior to commencement of any work by the Contractor. These certificates shall be in the name of the Town and shall further name the Town of Huntington as Additional Insured. The Contractor/Vendor shall be solely responsible for providing the Town of Huntington with thirty (30) days prior written notice of any cancellation, non-renewal or material change of action with regard to the required insurance coverage. Failure to notify the Town of a change in policy coverage is valid grounds for the Town to void the agreement. The Contractor/Vendor is required to present the Town of Huntington with an updated insurance certificate as part of its invoice backup for payment processing. Failure to do so will result in non-payment and the Town may choose to void the agreement.

During the entire term of the Contract, the Contractor shall also have and maintain professional liability insurance in the amount of \$1 million per claim / \$ 2 million in aggregate, and for three (3) years following the term, extended reporting / tail insurance in the required coverage amounts covering against all losses occurring during the term. The Contractor shall furnish a Certificate of Insurance evidencing such coverage issued by an insurance carrier duly licensed to operate within the State of New York, naming the Town of Huntington as certificate holder. The Contractor shall be solely responsible for providing thirty (30) days prior written notice to the Town of Huntington of cancellation or non-renewal of, or any material change in, the foregoing coverage.

(f) that he/she will keep him/herself fully informed, of all municipal ordinances and regulations, State and National Laws in any manner affecting the work or goods herein specified, and any extra work contracted for by him/her and shall at all times observe and comply with said ordinances, laws and regulations, including all provisions of the Workmen's Compensation and Labor Laws, and shall indemnify and save harmless the Town from loss and liability upon any and all claims on account of any physical injury to persons, including death or damage to property and from all costs and expenses in suits which may be brought against the same and irrespective of whether the same shall have been due to the negligence of the Bidder or his/her agents.

(g) That the items furnished shall conform to all of the provisions of the proposal and this warranty shall survive acceptance, or use of any material so furnished.

(h) That all deliveries will not be inferior to the accepted proposal sample.

5 - ASSIGNABILITY OF CONTRACTS

In the event the Contractor assigned, transfers, conveys, sublets, or otherwise disposes of the contract without written consent of the Town of Huntington, said contract shall be null and void and not binding upon the Town. General Municipal Law 109 is incorporated herein by reference as if fully set forth at length.

6 - LIMITATION OF ACTION

No action for any cause whatsoever arising out of this order shall be maintained against the Town by the Vendor, or anyone claiming under the Vendor, unless such action shall be commenced within six months:

- (a) after expiration of this order or
- (b) after the date of written notice to the Vendor from the Town of complete rejection or withheld acceptance or
- (c) after the date of written notice to the Vendor from the Town of a deduction from the agreed price on the order, whichever of the events shall be the latest in time.

7 - LABOR LAWS AND DISCRIMINATION IN EMPLOYMENT

All proposers must comply with N.Y.S. Labor Law requirements and specifically without limitation:

(a) Pursuant to Sections 220 (e) and 239 of the Labor Law, in the hiring of employees for the performance of work under this contract or any subcontract hereunder:

(I) No contractor, subcontractor, nor any person acting on behalf of such contractor or subcontractor, shall by reason of race, creed, color, national origin, age or sex discriminate against any citizen of the state of New York who is qualified and available to perform work to which the employment relates;

(II) No contractor, subcontractor nor any person on his behalf shall in any manner, discriminate against or intimidate any employee hired for the performance of work under this contract on account of race, creed, color, national origin, age or sex;

(III) There may be deducted from the amount payable to the contractor by the Town penalty of fifty dollars for each person for each calendar day during which such person was discriminated against or intimidated in violation of the provisions of this contract; and

(IV) This contract may be canceled or terminated by the Town and all monies due or to become due hereunder may be forfeited, for a second or any subsequent violation of the terms or conditions of this section of the contract.

(b) Pursuant to Section 220 (2) of the Labor Law, no laborers, workmen, or mechanics in the employ of the contractor, subcontractor or other person doing or contracting to do all part of the work contemplated by the contract, shall be permitted or required to work more than eight hours in any one calendar day or more than five days in any one week except in cases of extraordinary emergency including fire, flood or danger to life or property as provided therein.

(c) For every contract for the construction, reconstruction, maintenance and/or repair of public work, every laborer, workingman or mechanic shall be paid not less than such hourly minimum rate of wage and supplements not less than the prevailing wage supplements, all as provided in Article 8 of the Labor Law.

(d) Preference in Employment of Persons Upon Public Works - Every contractor and/or subcontractor agrees to give preference to citizens of the State of New York who have been residents for at least six consecutive months immediately prior to the commencement of their employment, as provided in Section 22 of the Labor Law.

(e) For every contract involving building service work as defined in Article 9 of the Labor Law, the contractor and/or its subcontractors shall be obligated to pay each employee on such work not less than the wage specified for his craft, trade or occupation in the prevailing schedule wages made part or to be made part of the specifications hereto, and agree to be bound by all of the provisions of Article 9 of the Labor Law.

8. APPRENTICESHIP PARTICIPATION CONSTRUCTION CONTRACTS
(NOT APPLICABLE TO THIS CONTRACT)

A. ~~All bidders must comply with N.Y.S. Labor Law §816(b) which provides in pertinent part:~~

- a. ~~“government entity” shall mean the state, any state agency, as that term is defined in section two-a of the state finance law, municipal corporation, commission appointed pursuant to law, school district, district corporation, board of education, board of cooperative educational services, soil conservation district, and public benefit corporation; and~~
- b. ~~“construction contract” shall mean any contract to which a governmental entity may be a direct or indirect party which involves the design, construction, reconstruction, improvements, rehabilitation, maintenance, repair, furnishing, equipping of or otherwise providing for any building, facility or physical structure of any kind with a value in excess of \$250,000.~~

B. ~~The Town of Huntington, Pursuant to Town Board resolution 2002-100 dated February 11, 2002, has adopted the requirements that contractors and sub contractors on construction contracts have an approved Apprenticeship Agreement in accordance with NYS Labor Law §816 (b). The Town Board has elected, pursuant to this resolution, that when the Town is either a direct or indirect party to a construction contract that it will require apprenticeship agreements and/or programs to be in place for work on the project, that have been registered with, and approved by, the NYS Commissioner of Labor pursuant to the requirements of NYS Labor Law §816 (b). Such apprenticeship agreements/programs must be in place and utilized for the project for each type, class of craft, as well as the scope of work to be performed.~~

~~A copy of the certification letter received by the CONTRACTOR from NYS Department of Labor approving CONTRACTOR'S Apprenticeship Program for each trade being employed on the project being quoted must be included in the CONTRACTOR'S bid at the time of Proposal submission.~~

9 - SALES AND EXCISE TAXES

Unless the proposal indicates otherwise, the Town is exempt from the payment of any sales, excise or Federal transportation taxes and will be so construed. A vendor desiring refunds of, or exemptions from taxes paid on merchandise accepted by the Town, must submit the proper forms, and the Director of Purchasing, if satisfied as to the facts, will approve or issue the necessary certificates.

10- AUDIT

Purchase orders and contracts are subject to audit by the Comptroller of the Town of Huntington.

11- PAYMENT AND COLLECTION OF CHARGES

(a) The Town will make every effort to pay vouchers within thirty (30) days after (1) proper delivery of merchandise (2) receipt and approval of a properly executed claim voucher submitted to the Town Comptroller by the receiving Town departments or agencies; voucher forms shall be obtained from such departments or agencies.

(b) In any case where a question of nonperformance of a contract arises, payment may be withheld in whole or in part by the Town.

(c) All charges against a Vendor shall be deducted from current obligations that are due him/her or shall become due. In the event that there are no current obligations, the Vendor shall pay the Town the amount of any such charges.

(d) The Town will also avail itself of cash discounts for payments within prescribed times whenever possible.

12- FUEL SURCHARGES

Town of Huntington will not pay any type of fuel surcharge on any item or contract unless specifically indicated as such by the Town in the solicitation or contract. Any fuel charges added and not authorized by the Town will be deleted from any payments made to the vendor.

13 - IRAN DIVESTMENT ACT

As a result of the Iran Divestment Act of 2012 (Act), Chapter 1 of the 2012 Laws of New York, a new provision has been added to the State Finance Law (SFL), §165-a. effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list (prohibited entities list) of “persons” who are engaged in “investment activities in Iran” (both are defined terms in the law). Pursuant to SFL §165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Act’s effective date, at which time it will be posted on the OGS website.

By entering into this Contract, Contractor (or any assignee) certifies that once the prohibited entities list is posted on the OGS website, it will not utilize on such Contract any subcontractor that is identified on the prohibited entities list. Additionally, Contractor agrees that after the list is posted on the OGS website, should it seek to renew or extend the Contract, it will be required to certify at the time the Contract is renewed or extended that it is not included on the prohibited entities list. Contractor also agrees that any proposed Assignee of the Contract will be required to certify that it is not on the prohibited entities list before The Town of Huntington (Town) may approve a request for Assignment of Contract.

During the term of the Contract, should Town receive information that a person is in violation of the above referenced certification, the Town will offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, the Town shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the contractor in default.

The Town reserves the right to reject any request for assignment for an entity that appears on the prohibited entity list prior to the award of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the prohibited entities list after contract award.

14 - CONTRACTS INVOLVING INSTALLATION (NOT APPLICABLE TO THIS CONTRACT)

- ~~1. Contractor shall clean up and remove all debris and rubbish resulting from his work from time to time as required or directed. Upon completion of the work premises shall be left in a neat unobstructed condition, the buildings broom clean, and everything in satisfactory repair and order.~~
- ~~2. Installation shall also include the furnishing of any rigging necessary to move equipment into the building; also the removal and resetting of any removable windows used for moving equipment into building and removal of any trade ins, if any.~~
- ~~3. Proposers shall acquaint themselves with conditions to be found at the site and shall assume all responsibility for placing and installing equipment in the locations required.~~
- ~~4. Contractor shall furnish adequate protection from damage for all work and shall repair damages of any kind for which the Contractor or his/her works are responsible.~~

15 - VEHICLES (NOT APPLICABLE TO THIS CONTRACT)

- ~~1. All equipment proposed must be in production and have had in use experience. Any and all equipment listed by the Manufacturer as "Standard" for the model offered shall be provided on the delivered vehicle.~~
- ~~2. The Manufacturer's Standard Warranty shall cover all equipment delivered.~~
- ~~3. Vehicles shall be completely serviced including cleaning (outside and inside) prior to delivery.~~
- ~~4. Award will not be made to any dealer who cannot provide warranty repairs and services within the County of Suffolk. Vendor not having a place of business in the County of Suffolk shall provide in writing the name and location of the agency within the County of Suffolk where such services will be performed.~~
- ~~5. No name other than the Manufacturer's shall appear on the Vehicle.~~
- ~~6. Any deviations from these Specifications will be considered cause for disqualification unless fully explained in the bid. Acceptance of such deviations shall be within the discretion of the Director of Purchasing.~~
- ~~7. Bids will be considered only from Equipment or Vehicle Manufacturers or their Authorized Dealers.~~
- ~~8. All vehicles shall be painted the color as specified. All paint shall be factory applied at the time of vehicle manufacture. Dealer painted vehicles will not be accepted.~~

16 - MATERIAL SAFETY DATA SHEETS (MSDS) (NOT APPLICABLE TO THIS CONTRACT)

~~As the Town is required to be in compliance with Federal OSHA Communication Standard 29CFR1910.1200 all classes of materials covered by the specification that are purchased by the Town shall, no later than the time of delivery, receive a copy of the MSDS appropriate to the ordered material. Failure to comply with this requirement shall be construed as improper or incomplete delivery and payment will be withheld until all terms and conditions of the purchase contract are met to the satisfaction of the Director of Purchasing.~~

NEW YORK: CONTRACTUAL NON-DISCRIMINATION PROVISION

To be included in every contract for the construction, alteration or repair of any public building or any public work or for the manufacture, sale or distribution of materials, equipment or supplies (performed within the state):

* * *

(a) In the hiring of employees for the performance of work under this contract or any subcontract hereunder, neither the Contractor, nor any subcontractor engaged by the Contractor, nor any person acting on behalf of the contractor, shall by reason of race, creed, color, disability, sex or national origin discriminate against any citizen of the State of New York who is qualified and available to perform the work to which his or her employment relates.

(b) Neither the Contractor, nor any subcontractor engaged by the Contractor, nor any person acting on behalf of the Contractor or any subcontractor engaged by the Contractor, shall, in any manner, discriminate against or intimidate any employee hired for the performance of work under this contract on account of race, creed, color, disability, sex or national origin.

(c) The Town may deduct from the amount payable to the Contractor under this contract a penalty of fifty dollars (\$50.00) for each person for each calendar day during which such person was discriminated against or intimidated in violation of the provisions of this contract.

(d) The Town may cancel or terminate this contract, and all monies due or to become due hereunder may be forfeited for a second or any subsequent violation of the terms or conditions of this section of the contract.

(e) The aforesaid provisions of this section, insofar as they apply to the manufacture, sale or distribution of materials, equipment or supplies shall be limited to operations performed within the territorial limits of the State of New York.

SPECIAL INSTRUCTIONS TO PROPOSERS

If you wish to retain copies of your submission for your records you may photocopy any pages you require. The successful low proposer will be issued a notice of award.

**In the case of inclement weather go to the Town website for information:
<http://huntingtonny.gov>**

PLEASE TAKE NOTE OF THE

NON-COLLUSIVE and the PUBLIC DISCLOSURE STATEMENTS

Completion of these sections of the proposal are required each and every time a proposal is submitted.

Completion of these sections any time in the past does not relieve the proposer from completion of these pages with this proposal.

Financial statements as specified in paragraph nine (9) of the Public Disclosure Statement must accompany this proposal. If you wish these financial statements to remain confidential, please so indicate at the time of submission.

If you fail to complete these sections and to have them properly notarized as required, **you may be judged non-responsive and not be awarded the contract,** even if you are the lowest proposer.

Under §53-3 through §53-8 of the Code of the Town of Huntington and GML §103 the Town requires that this document be returned intact and that it be filled out completely as part of your formal sealed proposal response.

Please do not remove any pages from this proposal package.

Questions During the Bidding Period: Questions, requests for information or interpretations concerning the drawings or specifications, or any aspect of the project must be addressed in writing to the DIRECTOR OF PURCHASING, TOWN OF HUNTINGTON, Town Hall, 100 Main Street, Room 209, Huntington, New York 11743, Fax # (631) 351-2833 or email at purchasing@huntingtonny.gov and to be given any consideration, must be received at least five (5) business days prior to the date fixed for the opening of request for proposal.

REQUEST FOR PROPOSAL

RFP No. 2016-08-008

Thursday, July 14, 2016

ARCHITECTURAL AND ENGINEERING SERVICES FOR THE

JAMES D. CONTE COMMUNITY CENTER

100 E 5th St, Huntington Station, NY 11746

The Town of Huntington Department of Engineering Services hereby requests formal technical proposals from qualified architecture and engineering firms for professional services at the above referenced project. All work to be performed by the architecture and engineering firm (hereafter called “the Consultant”) is described in this Request for Proposal, and shall include the acquisition of all necessary permits to accomplish the described work.

I. Brief Background:

The James D. Conte Community Center formerly operated as an Armory for the New York State National Guard from approximately 1960 to 2012. The Town of Huntington acquired the building from New York State in 2013 and desires to renovate the existing building so that specific community-based spaces are provided and certain community-based public programs, (including but not limited to recreational, educational, wellness, fitness, and veterans affairs related programming) can be administered. The building is currently vacant and has had the majority of the interior ceiling and flooring materials as well as all exterior window frames and glazing removed. A full environmental remediation of the existing facility was completed in November 2015 and the building has been deemed free of hazardous materials.

II. Required Services – Scope of Work:

A. Site Survey:

1. The project site shall be surveyed. Surveying services shall be by a N.Y.S. licensed Land Surveyor. These services shall consist of topographical survey suitable to prepare construction plans at a scale of approximately 1/4” = 1’ or as large a scale as practical. The survey shall include, but not be limited to:
 - a. A plotted map showing property lines with bearings, radii, and distances (NAD 83) for the project site.
 - b. A plotted map showing vertical topography (NAVD 88), permanent features and subsurface utilities for the entirety of the project site inclusive of the opposing edge of road on East 5th Street.

B. Preparation of Conceptual Design Alternatives and Construction Cost Estimates:

1. The consultant shall develop a minimum of three (3) conceptual design alternatives that include renovations to the existing vacant building that provide interior spaces for those programs outlined above, and any other programming typical of municipal community centers. The consultant may provide concepts that depict various re-working of the existing spaces and interior walls, as well as expansion options that maximize the use of the existing land area and the programming that may be offered.
2. The consultant shall prepare and submit a conceptual design alternative cost estimate for each conceptual design alternative that is developed.

C. Design and Preparation of Contract Documents:

1. The consultant shall develop design documents including the items listed below that are based upon preliminary understandings of potential scope, and should not be interpreted by proposers as defined requirements. All final design documents shall be signed and sealed by a duly licensed NYS design professional.
 - a. Site/Civil Work:
 - Include details for the construction of appropriate vehicle parking facilities and pedestrian accommodations in accordance with applicable zoning ordinances for the intended use. Provide pavement/curb/sidewalk design and include appropriate stormwater drainage infrastructure such as infiltration basins, bioretention areas, and vegetative roofs. Include site lighting infrastructure, and site furniture such as benches and bicycle racks, etc;
 - Include details for the installation and construction of necessary erosion and sediment control and site protection features including, but not limited to, a temporary stabilized construction entrance(s), silt fences, inlet protection, construction fences, tree guards, etc;
 - Provide details for the installation of new utility services to the community center building including underground electrical service, natural gas service, public water service, sanitary sewer service, and fiber optic telecommunication service lines and connections. Include details for the installation of a reduced pressure zone (RPZ) as required by the applicable plumbing code and water utility requirements;
 - Include landscaping details for the reconstruction of lawn areas which will be disturbed by the other proposed work as well as new indigenous plantings to reduce or eliminate irrigation requirements in defined areas.
 - Provide design of irrigation system(s) for all landscaped areas. Consider high-efficiency irrigation systems and using stormwater and/or greywater for irrigation.

- Building/Architectural Work:
- Include details for the rehabilitation and construction of new interior and exterior structural systems including but not limited to foundation, superstructure, and roofing design;
- Include details for vertical circulation capabilities to be achieved through the design of a new building elevator;
- Include details for the rehabilitation/enhancement of exterior building walls and windows to improve thermal envelope efficiency and existing exterior visual aesthetics;
- Include details for the design of sustainable building elements including but not limited to sustainable design practices such as Energy-Star Compliant or “green” vegetative roofing materials or combination thereof, water conservation and recycling, energy efficient building systems, indoor environmental quality, etc;
- Include details for the rehabilitation and installation of new interior energy efficient mechanical, electrical and plumbing systems. Include cost comparison of energy, operations and maintenance costs and savings, and incremental payback of upgrading to energy efficient equipment. Provide efficient building operations practices such as monitoring energy consumption, water, wastewater, and air quality;
- Include details for the design of new energy efficient interior lighting systems. Provide operation and maintenance cost savings projections;
- Include details for the design of new interior IT/Telecommunication systems;
- Include details for the design of enhanced building security systems including but not limited to security planning, technical, and physical security;
- Include details for the design of site and building signage, graphics, and way finding;
- Include details for building and room acoustics and vibration design;
- Include details for building interior amenity design and consider environmental quality when specifying furniture, floor coverings, wall coverings, window treatments, electronics, etc.
- Contract Documents for Public Bid:
- Provide construction specifications for all phases and divisions of proposed work.
- Provide a final bid proposal form listing all items of work, estimated quantities of work items and the method of measurement used to quantify each item of work. Where practical provide a price per unit item of work in lieu of a lump sum item of work.

D. Construction Inspection and Monitoring Services:

1. After selection of a qualified contractor inspection services may be required. Such services shall include but are not limited to:
 - a. Construction inspection and reporting.
 - b. Attendance at construction meetings.
 - c. Contractor shop drawing/submittal review and approval.
 - d. Payment approvals.
 - e. Miscellaneous communications and approvals.
 - f. Preparation of mark-up plans and development of As-built Contract Documents.
 - g. Monitoring for conformance with permit requirements.
 - h. Contract closeout procedures.

III. Anticipated Submissions and Meetings

A. Design Phase Meetings and Submissions:

1. Initial meeting and conceptual plan options.
2. Three (3) conceptual design review meetings with the Town of Huntington.
3. Schematic Element Review Submission. Develop various alternatives for different elements of the construction. Submit electronic plans for each scheme. The Town will review and comment within two weeks of the receipt of this submission.
4. Meeting to review Town comments on the Schematic Element Review.
5. 25% completion point. Submit four (4) sets of ARCH D size prints. The Town will review and comment within two (2) weeks of receipt of this submission.
6. Meeting to review Town comments on 25% submission.

7. 50% completion point. Submit four (4) sets of ARCH D size prints. Town will review and comment within two (2) weeks of receipt of this submission.
8. Meeting to review Town comments on 50% submission.
9. 75% completion point. Submit four (4) sets of ARCH D size prints. Town will review and comment within two (2) weeks of receipt of this submission.
10. Meeting to review Town comments on 75% submission.
 - a. Final submission – 100% Completion Point. Submit four (4) sets of ARCH D size prints.
 - b. After Town has reviewed and approved final documents, provide one (1) set of ARCH D size original contract plans (signed and sealed by a NYS Design Professional), one (1) set of contract plans in Autodesk® AutoCAD® or similar Design Suite format and one set of contract plans and specifications in Adobe® Acrobat® format or as agreed on digital media (CD-ROM or DVD), and one (1) set of specification originals.
 - c. Submit twenty (20) sets of final Contract Documents, Construction Plans, and Construction Specifications in Adobe® Acrobat® format on digital media (CD-ROM or DVD) to be provided to interested bidders. Discs shall be labeled to identify the Project Name and Contract Number.

B. Bidding and Construction Phase Meetings:

1. Pre-bid site meeting to walk existing site with prospective bidders and discuss project objectives, etc;
2. Bid review meeting
3. Pre-construction meeting with successful contractor(s)

4. Construction site meetings with Contractor (number and frequency to be determined)
5. Construction progress meetings with Town (number and frequency to be determined)
6. Project close-out and punch-list meeting

IV. Necessary Qualifications

Provide a General Statement of Qualifications that responds to the project background information given above. As this proposal will cover renovations to an existing building, please also respond by answering the questions below as they pertain to providing information to support existing building renovation design.

A. Provide the following information:

1. Name of firm
2. Complete address
3. Contact person
4. Telephone number
5. Fax number
6. Internet address
7. E-mail address

B. Personnel

1. List the professional and support positions and number of personnel in each position.
2. Provide an organizational chart, including resumes of all personnel who would be committed to this project. Provide specific information as to their experience on projects similar to this one. For the project manager and project architects identified as part of the project team, provide the name and phone number of at

least two clients with whom the architect has worked on a similar building project.

3. List professional consultants outside your firm whom you propose would provide services not available in your firm. Provide specific information documenting their work on similar projects.

C. Community/Recreational Center Design Experience

1. Submit a list of all community center-related projects your firm has completed and provide the following information for each:
 - a. Name of project
 - b. Client contact
 - c. Owner's total initial budget
 - d. Total project cost
- Number of change orders
- Total cost of change orders
- e. Date of bid
- f. Scheduled completion date
- g. Actual completion date

D. Special Design Concerns

1. The community center must be fully accessible for persons with various physical disabilities. Explain how your firm ensures compliance with all aspects of the Americans with Disabilities Act (ADA) and the ADA Standards for Accessible Design. Provide examples.
2. Efficient energy usage and green building infrastructure elements is important to the Town. Describe how your firm incorporates this aspect of design into its work. Provide examples.

3. Wicks Law (Section 135 of the New York State Finance Law) requires projects to be bid by Multiple Prime Contracts where the cost of the public work exceeds \$1.5 million dollars in Suffolk County. The Town anticipates that the bid documents and specifications will be required to be subdivided into the following major Prime Contracts to permit separate and independent bidding and award:

- a. Construction
- b. Heating Ventilation and Air Conditioning (HVAC)
- c. Plumbing
- d. Electrical

Explain how your firm incorporates this aspect of construction contracting into its work and would ensure that the compliance with all aspects of Wicks Law is maintained throughout the life of the project.

E. Architectural/Engineering Services

1. Provide information on your current workload and how you would accommodate this project.
2. Describe in detail the process you would follow from schematic approval through approval of the final design.
3. Outline the design schedule you would implement to meet the expected bid date. Describe the methods you would use to maintain this schedule.

F. Construction Costs

1. Describe cost control methods you use and how you establish cost estimates. Include information on determining costs associated with construction in existing facilities.
2. List the steps in your standard change order procedure.

G. Insurance

The Town requires that the selected consultant have and maintain for the life of the Contract the following insurances:

1. Comprehensive Liability and Property Damage, \$2,000,000.00 per occurrence.

2. Professional Liability, \$250,000.00.
3. Automobile Liability and Property Damage, Bodily Injury and Property Damage, \$2,000,000.00 per occurrence.
4. Professional document coverage.
5. Workman's Compensation and Disability Benefits – Statutory Requirements.
The Town of Huntington shall be named as Co-Insured on these policies.

V. Time Frame:

- A. Prospective respondents are strongly urged to attend an optional site inspection and meeting to be conducted by Town of Huntington representatives at **11:00 AM on Tuesday, July 26, 2016** at the James D. Conte Community Center located at 100 E 5th St, Huntington Station, NY 11746.
- B. Proposals shall be submitted by 12:00 PM on Friday, August 5, 2016. The Town will review all Proposals and make a selection in a timely fashion after submission. The consultants should be aware that the Town Board must approve the selected consultant. The Town Board has a limited meeting schedule during the summer months. All efforts will be made by the Town to review and select the consultant in a timely basis.
- C. The selected consultant shall be prepared to start design work as soon as possible after all documents are executed.

VI. Selection Process:

- A. The Director of Engineering Services and staff will make a timely review of the submitted proposals. Each proposal will be ranked on the basis of:
 - Qualifications, experience, references;
 - Organization, staffing and management;
 - The capability, responsibility and past performance of the Consultant(s);
 - Past performance with respect to providing similar services consistent with those described herein;

B. The Town may opt to interview finalists in a brief interview. Finalists may also be required to make a presentation to the Town Board. Final selection of the consultant will be made by the Town Board.

C. The Town reserves the right to reject all proposals.

VII. Schedule of Fees:

A. Submit your fee structure based on the scope indicated above, including anticipated reimbursable costs;

B. Submit a schedule of hourly rates by employee classification;

C. Submit a separate weekly (40-hour) cost breakdown for Construction Monitoring and Inspection Services, including terms and rates of overtime for additional work if requested.

VIII. Proposal Submittal:

Proposals, along with a separate sealed fee proposal, must be submitted by the date indicated below. The Town will review the submitted Proposals and make a selection that is in the best interest of the Town.

Submit:

- One (1) original Proposal and One (1) original separate sealed fee proposal.
- Four (4) copies of your Proposal
- Four (4) separate sealed fee proposals
- One (1) electronic file copy of each item listed above in Adobe® Acrobat® (.pdf) format on a digital media disc to:

A. Lori E. Finger, CPPB

Director of Purchasing

Room 209

Town of Huntington

100 Main Street

Huntington, NY 11743

By 12:00 PM, Noon, on Friday, August 5, 2016.

This RFP constitutes only an invitation to make a proposal to the Town. The Town reserves, holds, and may in its sole discretion exercise the following rights and options with respect to the RFP and subsequent license:

- To waive any informalities with respect to the submission requirements.
- To reject any or all proposals.
- To cancel this RFP with or without the substitution of another RFP.
- To supplement, amend, or otherwise modify this RFP, prior to the time of public opening.
- To issue additional and or subsequent RFPs.
- To negotiate with the operators for amendments or other modifications to their proposals.
- To select and enter into a license agreement with an operator whose proposal best satisfies the overall interests of the Town.

This is an RFP, under which, unlike an ordinary competitive bid, the Town reserves the right to select a proposal, without the amount offered as the cost being the sole determinative factor.

PRICES

If a like or lower quantity of any item in this PROPOSAL is sold to any Political sub-division, School District, Fire District or any agency of the State of New York at a greater discount or lower price than the prices quoted herein, the price of the Town of Huntington shall be reduced to that lower price.

CANCELLATION

The Town may upon not less than Thirty (30) Days notice to the other party cancel this contract without recourse. Such cancellation shall in no way be deemed a breach of contract.

**REQUEST FOR PROPOSAL
FOR
ARCHITECTURAL AND ENGINEERING SERVICES
FOR THE
JAMES D. CONTE COMMUNITY CENTER
100 E 5th ST, HUNTINGTON STATION, NY 11746
RFP NO. 2016-08-008**

PROPOSAL SUBMITTED BY:

(Signature of Proposer)

(Printed Name and Title of Proposer)

(Company or Corporation)

Date

Address, City, State, Zip

Telephone, FAX, Pager, e-mail address

CORPORATE SEAL

PUBLIC DISCLOSURE BY CONTRACTOR/VENDORS DOING BUSINESS WITH TOWN OF HUNTINGTON

For use pursuant to Chapter 53 of the Code of the Town of Huntington

1.
Contractor's/Vendor's Name _____
Address _____
City and State _____
Zip Code _____

2. Contracting Department's Name

(Enter "Purchasing" if Supply or Service Bid)

3. Payee Federal Identification or Social Security No.

4. Type of Business: ☐ Corporation ☐ Partnership
☐ Sole Proprietorship ☐ Other _____

5a. Is your firm entering into a contract in excess of \$1,000?

☐ Yes ☐ No

5b. Is your firm entering into more than one contract with the Town of Huntington aggregating more than \$1,000?

☐ Yes ☐ No

5c. Are you making application to the Town Board, Planning Board or Zoning Board of Appeals of the Town of Huntington involving work in excess of \$1,000?

☐ Yes ☐ No.

If you answered "Yes" to part 5a, 5b or 5c, you must complete parts 6 through 8. In any event, you must answer parts 9, 10 & 11.

6. List the names and addresses of all shareholders who hold an actual or beneficial interest in five percent (5%) or more of the outstanding stock issued by the contractor or vendor including the names and addresses of officers and Directors of corporate shareholders.

7. List the names and addresses of any other contractor, vendor or person who has, holds or may derive any actual or beneficial percentage of interest in any other form of ownership (that is, other than stock ownership) of the contractor or vendor in an amount equal to five percent (5%) or more.

8. Table of Organization.

a. List names and addresses of all individuals serving on the Board of Directors or comparable body of the contractor or vendor.

b. List names and addresses of all corporate officers of the contractor or vendor. (Include title of officer.)

c. List the names and addresses of all counsel of the contractor or vendor.

9. Submit with disclosure statements any one of the following three items:

1) a complete financial statement listing all assets and liabilities as well as a profit and loss statement for the prior year, or

2) a letter of credit reference from a recognized bank or financial institution, or

3) a certified copy of a credit report from a recognized credit bureau, such as Dun and Bradstreet or TRW

These statements must be affirmed. (See attached Affirmation)

10. The undersigned shall include the Contractor's/Vendor's Public Disclosure Statement with the contract (describe general nature of the contract).

11. VERIFICATION This section must be signed by an officer or principal of the contractor or vendor authorized as a signatory of the company for the purpose of executing contracts. The undersigned affirms that the foregoing statements are true, under the penalties of perjury.

Dated: _____

Signed: _____

Printed Name: _____

Title: _____

NOTARY PUBLIC

STATE OF NEW YORK)

ss:

COUNTY OF _____)

[Proprietorship/ _____, being duly sworn, deposes
[Partnership and says; deponent has read the foregoing Contractor's/Vendor's

Verification] Public Disclosure Statement and knows the contents thereof;
the same is true to deponent's own knowledge.

[Corporate The _____ of
Verification] a _____ corporation;

deponent has read the foregoing Contractor's/Vendor's Public
Disclosure Statement and knows the contents of; and the same is
true to deponent's knowledge. This verification is made by deponent
because _____ is a corporation
and deponent is an officer thereof.

Signed: _____
SIGNATURE OF NOTARY PUBLIC

Print Name: _____
PRINT NAME OF NOTARY PUBLIC

Sworn to before me

on _____, 20__

WARNING: The failure to file a verified Public Disclosure Statement as required under this
local law shall constitute a material breach of contract. Town of Huntington may resort, use or
employ any remedies contained in Article II of the Uniform Commercial Code of New York
State.

TOWN OF HUNTINGTON
AFFIRMATION OF FINANCIAL STATEMENT
Part of Question 9 of Attached Public Disclosure Statement

I hereby affirm that the financial statement herein submitted is a true and accurate statement.

Company Name _____

Individual Signature _____

Individual's Name _____
(Print or Type)

Title _____

Date _____

Notary Public
State of New York, County of _____

Before me came _____ known to me and affirms
that he has read the attached financial information and that the attached
statement is true to the affirment's own knowledge.

Notary Public _____ Date _____

Notary Seal

TOWN OF HUNTINGTON

PROPOSER'S AFFIDAVIT

At the time of submission of the proposal, the following affidavit must be executed and transmitted to OWNER.

STATE OF NEW YORK)
COUNTY OF SUFFOLK) ss:

_____, being duly sworn deposes
and says that
(Name)

he/she is the _____ of _____
(Officer) (Corporation)

which company is submitting a proposal for _____,
(Project/Proposal Number)

(Description of Project/Proposal)

_____, understands and is familiar with
(Corporation)

the provisions of the Huntington Town Code. _____
(Corporation)

is currently in full compliance with the provisions the Code of the Town of Huntington
and makes this affidavit in order to induce the TOWN OF HUNTINGTON to award the
aforesaid proposal to _____ with
(Corporation)

full knowledge that the TOWN OF HUNTINGTON is relying on the truth and accuracy
of the

statements contained herein. _____ further understands
(Corporation)

and agrees that the proposal will be denied if _____ is
(Corporation)

not in compliance with the Code of the Town of Huntington.

Signature (Officer)

Print Name (Officer)

Dated: _____
Subscribed and sworn to before me
this _____ day of _____, 2016.

Notary Public

***THE APPROPRIATE SECTION OF THIS PAGE MUST BE SIGNED BY ALL
PROPOSERS***

GENERAL MUNICIPAL LAW - 103-D

Non-collusive certifications:

By submission of this proposal, the proposer certifies that; (A) This proposal has been independently arrived at without collusion with any other proposer or with any competitor or potential competitor; (B) This proposal has not been knowingly disclosed and will not be knowingly disclosed prior to the opening of proposals for this project, to any other proposer, competitor or potential competitor; (C) No attempt has been or will be made to induce any other person, partnership, or corporation to submit to or not to submit a proposal; (D) The person signing this proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties of perjury, affirms the truth thereof, such penalties being applicable to the proposer as well as to the person signing in its behalf.

If Not A Corporation

Proposer's Business Name

Signed By

Title

If A Corporation

(E) The following is a certified copy of resolution authorizing the execution of this certificate by the signator of this proposal in behalf of the corporate proposer. Resolved that _____ be authorized to sign and submit the proposal of this corporation for the project described, herein, in the Notice to Proposers, Item # (where applicable) and to include in such proposal the certificate as to non-collusion required by section one hundred three-D (103-D) of the General Municipal Law as the act and deed of such corporation, and for any inaccuracies or misstatements in such certificate this corporate proposer shall be liable under the penalties of perjury.

The foregoing is a true and correct copy of the resolution adopted by _____ corporation at a meeting of its Board of Directors held on _____ day of _____ 201_.

SEAL OF THE CORPORATION _____

Signature of Secretary

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The proposer hereby acknowledges that he has received and that he has considered in the preparation of his proposal, all requirements in the following Addenda to this contract:

<u>ADDENDUM</u>	<u>DATE OF ADDENDUM</u>	<u>ACKNOWLEDGEMENT PROPOSER(SIGNATURE)</u>

The indicated acknowledgements are to be by the same persons executing the proposal.

IMPORTANT:

THIS FORM MUST BE FILLED IN BY ALL PROPOSERS. IF NO ADDENDA ARE RECEIVED, INDICATE "NONE", AND SIGN THE ACKNOWLEDGEMENT.

Contracted Entity Third-Party Certification Statement - Stormwater Management Program:

ATTENTION CONTRACTORS: THIS CERTIFICATION APPLIES TO ALL CONTRACTS WITH THE TOWN OF HUNTINGTON WHERE THE CONTRACTOR IS PERFORMING WORK THAT MAY DIRECTLY OR INDIRECTLY CAUSE OR CONTRIBUTE TO POLLUTANT DISCHARGES INTO MUNICIPAL SEPARATE STORM SEWER SYSTEMS LOCATED THROUGHOUT OF THE TOWN OF HUNTINGTON.

I certify under penalty of law that I understand and agree to comply with the terms and conditions of the Town of Huntington's Stormwater Management Program (SWMP)* and Stormwater Management Program Plan (SWMPP)** and agree to implement any corrective actions identified by the Town of Huntington and/or its designated representative(s).

I also understand that the Town of Huntington must by law comply with the terms and conditions of the State of New York's State Pollutant Discharge Elimination System (SPDES) GP-0-15-003 "*Municipal Separate Storm Sewer Systems (MS4) Permit*"*** and that it is unlawful for any person employed by or under contract to the Town of Huntington to directly or indirectly cause or contribute to a violation of surface water and/or groundwater quality standards.

Further, I understand that my own responsibility and/or liability to comply with the terms and conditions of the Huntington SWMP and Huntington SWMPP as a condition of performing and being paid for the work pursuant to the subject contract shall be neither diminished, eliminated nor lessened by any MS4 program non-compliance by the Town of Huntington with respect to said contract or any other element of the Town's MS4 Program.

<hr/> <i>(Name of Contractor)</i> <hr/> (Signed By)
--

Contact Information	
<u>Business/Firm Name:</u>	<hr/>
<u>Address:</u>	<hr/>
	<hr/>
<u>Telephone Number:</u>	<hr/>

* - <http://www.huntingtonny.gov/content/13749/16439/16577/16591/default.aspx>

** _

http://www.huntingtonny.gov/filestorage/13749/16439/16577/16591/26387/Town_of_Huntington_SWMP_Plan_031413_Rev3.pdf

*** - http://www.dec.ny.gov/docs/water_pdf/ms4permit.pdf

STATE OF NEW YORK)

: SS.:

COUNTY OF SUFFOLK)

On this _____ day of _____, 20__, before me personally came _____, to me known, who being by me duly sworn, did depose and say that he/she resides at _____, that he/she is _____ of the corporation described herein and which executed the foregoing instrument and that he/she signed his/her name thereto by order of the Board of Directors of said corporation.

Notary Public

STATE OF NEW YORK)

: SS.:

COUNTY OF SUFFOLK)

On this _____ day of _____, 20__, before me came _____, to me known and known to me to be the individual described in, and who executed the foregoing instrument, and acknowledged that he/she executed the same.

Notary Public

RETURN THIS PAGE IF YOU ARE SUBMITTING A “NO PROPOSAL”

STATEMENT OF NO PROPOSAL

**Re: REQUEST FOR PROPOSAL FOR ARCHITECTURAL AND ENGINEERING
SERVICES FOR THE
JAMES D. CONTE COMMUNITY CENTER
100 E 5th ST, HUNTINGTON STATION, NY 11746
RFP NO. 2016-08-008**

Attention Prospective Proposer:

In the event your firm declines to propose, please advise this office to that effect by completing the following and **returning via fax to (631)-351-2833 or email to purchasing@huntingtonny.gov**.

We, the undersigned, have declined to propose for the following reasons (please check all that apply):

- _____ We do not offer this product / service.
- _____ Our work schedule would not permit us to perform.
- _____ We are unable to meet specifications.
- _____ We do not have a representative in this area.
- _____ We are unable to meet your bond requirements.
- _____ Other: _____
- _____ Please remove our firm from the Town’s bidders list.
- _____ Please keep our firm on the Town’s bidders list

Company Name: _____

Address: _____

Authorized Representative (print): _____

Title: _____

Signature: _____ Date: _____

Telephone Number: _____ Fax: _____

E-mail: _____